

Ghyllside Out of School Club

Missing Child Procedure

At Ghyllside Out of School Club we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations (eg walking from the school to the Club).

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- The Play Leader will make enquiries of relevant members of staff as to when the child was last seen and where.
- Remember the safety of the other children with regard for supervision and security.
- Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, garden and immediate vicinity
- After 10 minutes the police will be informed. The manager will then contact the child's parents or carers.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive. Staff will keep in touch with mobile phones if they are available.
- We will maintain as normal a routine as possible for the rest of the children at the Club.
- The manager will liaise with the police and the child's parent or carer.

The incident will be recorded in the **Incident Log**. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

If the police or Social Care were involved in the incident, we will also inform Ofsted.

When the situation has been resolved, members of staff should review the reasons for it happening and ensure measures are taken to ensure that it does not happen again.

Useful numbers

Police: [01539 732300
07973970724]

Social Care: Early Help Team 03003033892

Ofsted: 0300 123 1231

This policy was adopted by: Ghyllside Out of School Club	Date: 01.09.2023 02.09.2024 02.02.2066
To be reviewed: 03.02.2027	Signed: Marie-Anne Williamson

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information for parents and carers [3.73]* .